

# Engineering Merit Increment Application

(R. 4/07)

**RETURN COMPLETED FORM TO:**  
**Katrina Whittley**  
**Department of Employee Relations**  
**Room 706, City Hall**  
**Phone: 286-3380**

<b>NAME:</b>		<b>Employee ID No.:</b>	<b>Work Phone Number:</b>
<b>JOB TITLE:</b>		<b>Pay Range:</b>	<b>Current Pay Step:</b>
<b>DPW-DIVISION:</b>		<b>Union:</b>	
<b>Send the Approval Determination Letter to the following EMAIL address:</b>			

## ACADEMIC RECORDS (Attach Transcripts):

<b>No. of college credits earned:</b>		<b>Degree Sought:</b>	
<b>No. of engineering-related credits earned:</b>			

	Engineering-Related Coursework (list by title)	Credits	School	Semester and Year
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

I certify that the above information is true and complete. I understand that falsification of this application may result in disqualification or removal from a pay step or City position. I forever waive, release and covenant not to sue any person or organization for any result of providing or obtaining confirmation or verification of information, academic records, transcripts and licenses. I understand that such information is sought with confidentiality, and I will not request copies of such confirmation or verification.

<b>Employee Signature:</b>	<b>Date:</b>
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**SEND THE COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION TO THE DEPARTMENT OF EMPLOYEE RELATIONS, ROOM 706, CITY HALL, ATTN: Katrina Whittley.**

Use this page to list more courses...

EMPLOYEE NAME: \_\_\_\_\_

	Engineering-Related Coursework (list by title)	Credits	School	Semester and Year
11)				
12)				
13)				
14)				
15)				
16)				
17)				
18)				
19)				
20)				

THIS SECTION IS FOR EMPLOYEE RELATIONS' USE ONLY.				